



Application for Appointment to Houston County Economic Development Authority (EDA) Board

Please return to:

Houston County EDA
304 S. Marshall St., Rm 211
Caledonia, MN 55921
Phone (507) 725-5836
EDA@HoCoMN.gov

POSITION (SEE LIST BELOW) _____

(Please complete a separate application for each committee you are interested in applying for)

APPLICANT NAME _____
Last First Middle

CITIZEN ADVISORY COMMITTEES

ECONOMIC DEVELOPMENT AUTHORITY (EDA) BOARD – Generally meets the 1ST Wednesday of each month in Room 219 in the Historic Courthouse starting at 8:05 a.m. The Houston County EDA is dedicated to promoting and developing a healthy business community. The duties include attending meetings, making recommendations to the County Board and EDA Director on Economic Development related matters, reviewing EDA loan applications, reviewing tax abatement requests, and participating in County EDA initiatives as needed. Prior to applying, please schedule a meeting with the EDA Director to learn up to date EDA information.

GENERAL INFORMATION

Street Address		Home Phone/Cell Phone	
City	State	Zip Code	Work Phone
Township	Email Address		

EDUCATION

RELEVANT WORK EXPERIENCE/SPECIALIZED SKILLS – Please list all applicable experience and skills that may prove beneficial in the position for which you are applying. (Attach additional pages if needed.)

COMMUNITY SERVICE (Attach additional sheets if needed)

BACKGROUND INFORMATION: Use additional sheet(s) if necessary

1. What do you believe are the most important individual qualities/characteristics members on this board should possess in order to provide effective service and decision-making?
2. What sources of information might you rely on when making a decision?
3. Please list any potential conflicts of interest you may have as a member serving on this board?

NOTES AND CONDITIONS

Each of the following items becomes part of your application record by your signature. Please read the following prior to signing.

1. If offered a position on the Houston County committee, board, or commission, I understand that I will be required to follow the County Code of Ethics and Conflicts of Interest Policy, applicable state and County Ordinances and guidelines, as well as directives of the County Board of Commissioners.
2. That Houston County reserves the right to change its policies without notice as the County deems appropriate.
3. I understand that false or misleading information given on my application or in an interview(s) may result in disqualification from serving on a committee, board, or commission. I attest that, to the best of my knowledge, the information provided in this application is true and correct.
4. I understand that at times some committees may require me to do large quantities of reading and research outside of meeting times. I understand that I may deal with complex and controversial subjects. I am willing and able to respect people who may disagree with me or at times even criticize me. In all cases, I am willing to be neutral, fair, and open to opposing perspectives and new possibilities.

I CERTIFY that all statements made on this application are true and correct. I understand that all information is subject to verification. I also understand that any falsification will disqualify me from service to the County and dismissal from a board, committee, or commission. My signature AUTHORIZES Houston County to secure any information needed to complete a criminal background check. It also authorizes collection of any employment-related information deemed necessary from former employers or personal references.

Date	Applicant's Signature
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YOUR RIGHTS AS A SUBJECT OF DATA

Minnesota Statutes §13.01 through §13.99 require that you be informed that the following information which you are asked to provide in the appointment process is considered private data: name, home address, email address, and telephone numbers.

This means the data is available only to you and County officials who have a bona fide need to access this information for the Houston County appointment process. Refusal to supply the requested information may disqualify your application for consideration.

Your name will become public data when you are certified as eligible for a vacancy. All other information you supply on this application with the exception of that which is private data as indicated above will become public if you are appointed by Houston County.

All materials submitted in support of your application become the property of Houston County and cannot be returned.

HOUSTON COUNTY EQUAL OPPORTUNITY STATEMENT

*Every person in Minnesota is protected by the Human Rights Act as every person, based on their personal characteristics such as a person's race or sex, belongs to one or more of the **Protected Classes**: Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Familial Status, Disability, Public Assistance Status, Age, Sexual Orientation, and Local Human Rights Commission Activity.* Houston County acknowledges that equal opportunity for all persons is a fundamental human value. Consequently, Houston County provides access and admission to employment opportunities without discrimination because of race, color, creed, age, religion, national origin, sex, sexual orientation, handicap, marital status, or public assistance status. As such, the Board of Commissioners endeavor to make all employment and appointment decisions on the basis of individual ability and merit, without discrimination or favor.

APPLICATION PROCESS

Applications are accepted only for posted positions, and a separate application must be completed for each position applied for. Your **completed application** must arrive in the **Houston County EDA Office or email inbox: EDA@HoCoMN.gov by 4:30 p.m. on the date listed in the posted notice on the County's official website.** Late applications will not be considered. The EDA Office cannot be responsible for failure of other agencies or postal services to forward applications by the deadline. Applications will be reviewed **after** the posted closing date.

HOUSTON COUNTY COMMISSIONERS

First District	Second District	Third District	Fourth District	Fifth District
Cindy Wright	Eric Johnson	Kurt Zehnder	Bob Schuldt	Greg Myhre